

Retention and Classification Report

Agency: Ogden (Utah). Community Development. Building Inspection
(1367)
2549 Washington Blvd., Suite 120
Ogden, UT 84401
629-8960

Records Officer

06872 Building permit files

AGENCY: Ogden (Utah). Community Development. Building Inspection

SERIES: 6872

1

TITLE: Building permit files

DATES: 1952-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

Administrative

Permanent retention is based on Municipal General Schedule 16 item 2, which is based on the agency's indefinite administrative need for these records.

PRIMARY CLASSIFICATION:

Public